

Document Checklist

	Support Book or your file	Original to copy	Division	Fiscal Agent	Employee	Employee's file
BCI Check		X				X
Code of Conduct	X	X (Signature Page)				X
Copy of Driver's License				X		X
Employment Agreement		X		X	X	X
Employee Certification		X	X	X		X
Grant Agreement	X		X			
Human Right Policy	X	X				X
I-9 Employee Verification		X		X		X
Payroll Summary Sheet		X		X		
Proof of Auto Insurance						X
Time Sheets		X		X		X
W-4 Form		X		X		X